

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB06-68

Date: June 28, 2007

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CHANGES TO POLICY AND INFORMATION DOCUMENTS AND
DISSEMINATION

This bulletin announces upcoming changes to the way policy guidance and information will be disseminated to the workforce development community. In November 2006, the workforce development community received a Workforce Investment Act (WIA) Information Bulletin ([WIAB06-31](#)) informing them of the consolidation of the Workforce Development Branch (WDB) and the Job Service Branch (JSB) into one branch called the Workforce Services Branch (WSB). Prior to the consolidation, the WDB disseminated policy guidance and information to their customers through Workforce Investment Act (WIA) Directives and Information Bulletins on the publicly accessible *Internet*, and the JSB disseminated policy guidance and information to their customers through Field Operations Directives (FOD) and Job Service Notices (JSN) on the publicly restricted *Intranet*.

As a result of the consolidation, the different documents and processes that had been used by the WDB and JSB to disseminate policy guidance and information were reviewed to determine if they could be combined to support the new integration of programs, while continuing to provide consistent and timely information to the customers.

Following the review, a recommendation was presented to senior management and a decision was made to merge the former WIA Directive and Job Service FOD into one document called the Workforce Services (WS) Directive, and to merge the former WIA Information Bulletin and JSN into a second document, called the WS Information Notice.

Beginning July 1, 2007, all new WS Directives and WS Information Notices will be posted on the *Internet* (EDD Homepage) under the Workforce Community page. For all directives, we will continue to issue a draft to provide the public with an opportunity to review and comment prior to issuing a final directive. To reflect the new integration, the Workforce Community page will now include policy guidance and information on all programs in the workforce development system, such as WIA, Wagner-Peyser Act, veterans, youth, long-term unemployed, employer incentives, individuals with disabilities, Trade Adjustment Assistance, CalJOBS, etc.

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice) or (916) 654-9820 (TTY).

The new WS Directives and WS Information Notices will be identical to the previous WIA Directives and WIA Information Bulletins with the exception of the new form names. Samples of the WS Draft Directive Transmittal page and Draft Directive, WS Final Directive, and WS Information Notice templates are attached. A brief description has been provided to explain each category.

If you have any questions, please contact Keita LaFavor at (916) 654-7915.

/S/ BOB HERMSMEIER
Chief
Workforce Services Division

Attachments are available on the Internet:

1. [Workforce Services Draft Directive Transmittal page and Draft Directive](#) (PDF)
2. [Workforce Services Final Directive](#) (PDF)
3. [Workforce Services Information Notice](#) (PDF)